

NROTCUAINST 1601.6

5 June 2017

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.6

Subj: Correspondence and Chits

Ref: (a) SECNAV M-5216.5
(b) OPNAVINST 5215.17
(c) BUPERSINST 1000.22B
(d) CCIR and FFIR

Encl: (1) NAVPERS 1336-3
(2) Light Duty Chit
(3) Special Request Chit Instructions
(4) Light Duty Chit Instructions
(5) Leave/Special Liberty Chit Instructions
(6) Liberty Boundaries
(7) Standard Naval Letter Format Example
(8) Proper Email Etiquette

1. Purpose. This instruction establishes the policies and procedures regarding the submittal of formal correspondence and chits. A chit can refer to any official document that is submitted via the chain of command (COC). Formal correspondence refers to any signed email or letter that is written in accordance with proper Naval Letter format.

2. Discussion. As an officer in the United States Navy or the United States Marine Corps, proper Naval Letter format is crucial when writing to both superiors and subordinates. All members of the Naval Reserve Officer Training Corps, University of Arizona (NROTC), must be able to properly write and submit chits and correspondence.

3. Policy. Listed below are the key aspects of policies regarding chits and correspondence.

a. Chits. A chit can refer to any official document that is submitted via the COC. The types of chits that can be submitted includes, but is not limited to: Special Request Chits, Light Duty Chits, and Leave and Special Liberty Chits.

(1) Special Request Chits. Special Request Chits are a means of formal communication between Midshipmen, OCs, MECEPs, and the COC. Possible reasons for submitting Special Request

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Chits include, but are not limited to: absence from any required NROTC event, Special Liberty (out of the liberty boundaries, found in Enclosure (6), or foreign travel) for Midshipmen, dropping a class, or getting a tattoo. Special Request Chits will be completed using NAVPERS 1336/3, Enclosure (1). Special Request Chits will be routed up the COC via email from Marching Member to Squad Leader to Platoon Commander to Company Executive Officer (XO) to Battalion XO and finally to either the Battalion Advisor (for missing Battalion events) or to the Class Advisor (for tattoos, academic requests, etc.). If an NROTC student has a billet outside of the previously listed billets, they will route the chit to the succeeding billet in accordance with the list above. Instructions on how to properly complete a Special Request Chit are found in Enclosure (3). If any NROTC classes will be missed, permission from the instructor is needed as the chit is not sufficient to miss any NROTC class. Special Request Chits must be submitted to the appropriate advisor **two weeks** prior to the FROM date requested on the chit. Special Request Chits **will** be denied if not completed fully or submitted in the appropriate timeline outlined above.

(2) Light Duty Chits. Light Duty Chits are a means of formal communication between students and the COC regarding injuries and any other medical reasons for Light Duty status. Due to the private nature of medical documentation, Light Duty Chits will **NOT** be transmitted electronically using NAVPERS 1336/3. Therefore, all Light Duty Chits will be submitted solely using a physical copy of the Light Duty Chit, Enclosure (2). The Light Duty Chits will be signed by a medical physician stating what ailment, physical restrictions, and duration of recovery the NROTC student requires. Once signed by a medical physician, the Light Duty Chit will be submitted via the COC from Marching Member to Platoon Commander to Company XO to Battalion XO to the Battalion Advisor. If an NROTC student has a billet outside of the previously listed billets, they will route the chit to the succeeding billet in accordance with the list above. Instructions on how to properly complete a Light Duty Chit are found in Enclosure (4). Light Duty Chits must be submitted to the appropriate advisor within **two business days** (Monday through

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Friday) of the date of injury. **Immediately** upon injury or sickness, the student must properly inform his or her chain of command as to the nature of the sickness or injury and whether or not a Battalion event will be missed (i.e. physical training (PT)).

i. Missing PT Due to Illness or Injury. The only acceptable reason for missing unit PT muster is hospitalization. **All other illnesses or injuries do not constitute missing the PT event muster.** The following procedures apply to individuals who become ill or injured within a 24 hour period prior to a PT event **AND** are admitted into the emergency room or hospital.

1. Treat sickness or injury.
2. Immediately inform the chain of command of sickness or injury. (See Reference D)
3. Complete Light Duty Chit in accordance with Paragraph 3.A.2 of this instruction.
4. Do not attend PT muster.
5. The Light Duty Chit is due within two business days after being released from the hospital.

(3) Leave and Special Liberty Chits. Leave Chits can be submitted only by Active Duty personnel (Officer Candidates (OCs) and Marine Corps Enlisted Commissioning Education Program (MECEPs)). OCs and MECEPs will submit Leave Chits to their respective academic advisors and inform the NROTC Battalion COC via Special Request Chit following the policies listed in Paragraph 3.A.1. OCs and MECEPs will also submit the request via Navy Standard Integrated Personnel System (NSIPS) or Marine Online (MOL) respectively.

b. Correspondence. Enclosure (7) contains an example of proper Standard Naval Letter Format. All correspondence is governed by Reference (a).

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4. Procedures. Listed below are the procedures to be followed regarding chits and formal correspondence. More detailed procedures and instructions can be found in Enclosures (3), (4), and (5).

a. Special Request Chit

(1) Attain NAVPERS 1336/3, Enclosure (1).

(2) Complete boxes 1 - 12 as shown in Enclosure (3). Be as descriptive as possible when completing these boxes. If applicable, include specific details regarding time and date, what is being requested, and what NROTC events will be missed. The chit will be sent back to the originator for correction if it is not.

(3) Digitally sign box 13.

(4) Submit to next individual in the COC as stated in Paragraph 3.A.1.

b. Light Duty Chit

(1) Attain Light Duty Chit, Enclosure (2).

(2) Complete all items under the section titled *Patient Information*.

(3) Print and bring a physical copy to a medical physician.

(4) Have medical physician complete all items under the section titled *Healthcare Provider*.

(5) Print and sign on the lines labeled *Patient*.

(6) Submit physical copy to the next individual in the COC as stated in Paragraph 3.A.2.

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